Office PowerPoint 2007 Differences

Application-specific Changes

In addition to the interface changes, you should notice that some features have been enhanced and work more like they should (namely, the Spell Checker). New features have been added, such as SmartArt and Themes. This section briefly describes the major application specific changes to PowerPoint 2007.
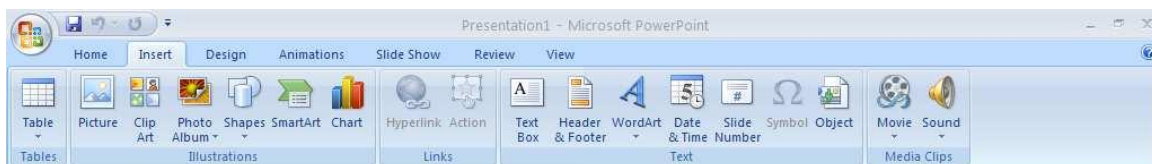
Ribbon

The Ribbon in PowerPoint contains the same tools and options as before (with a few additions), organized in a different way.

The following describes each tab.

- ✓ Home—The *Home* tab displays the most frequently used PowerPoint commands. These commands were previously found on the toolbar and the old Format and Edit menus. Options are grouped by Clipboard, Slides, Font, Paragraph, Drawing, and Editing.

- ✓ Insert—Items from the old *Insert* menu now display on the Insert tab. Options are grouped by Tables, Illustrations, Links, Text, and Media Clips.
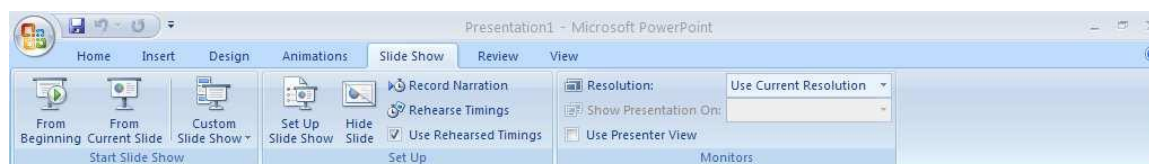

- ✓ Design—The *Design* tab displays the design options that were available from the old Format menu and more. Options are grouped by Page Setup, Themes, and Background.
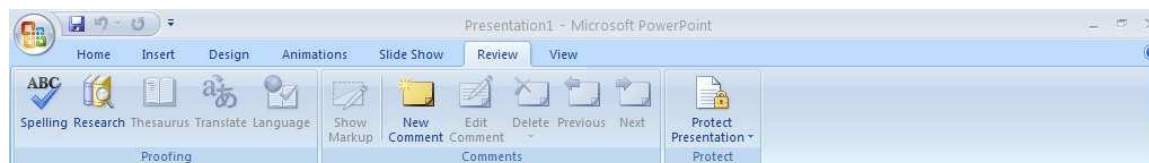
✓ Animations—The **Animations** tab displays the animation options from the old Slide Show menu. Options are grouped by Preview, Animations, and Transition to This Slide.

✓ Slide Show—The **Slide Show** tab displays many of the options from the old Slide Show menu. Options are grouped by Start Slide Show, Set Up, and Monitors.

✓ Review—The **Review** tab displays some of the options from the old Tools menu and more. Options are grouped by Proofing, Comments, and Protect.
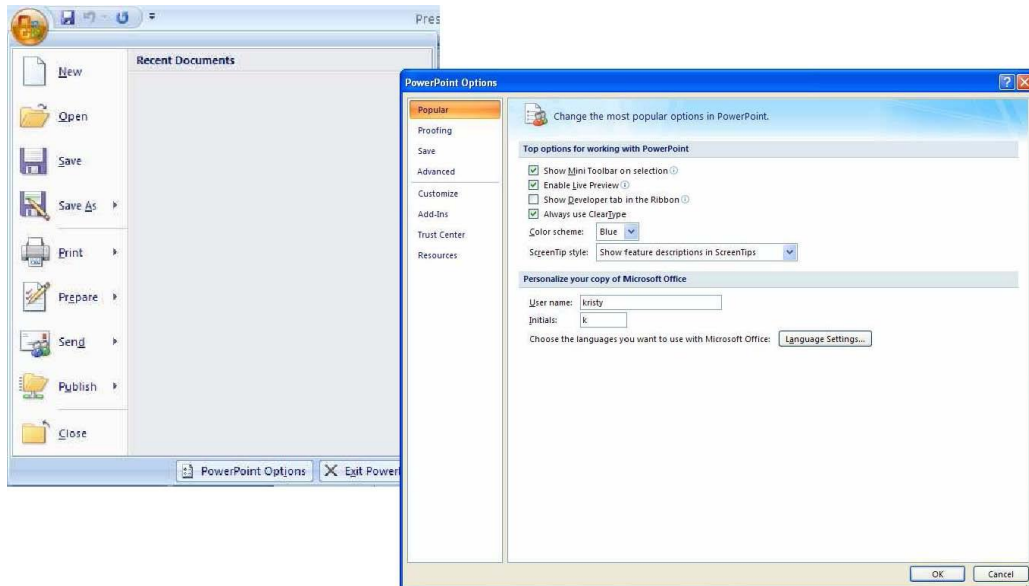

✓ View—The new **View** tab contain options from the old View menu. Options are grouped by Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, and Macros.
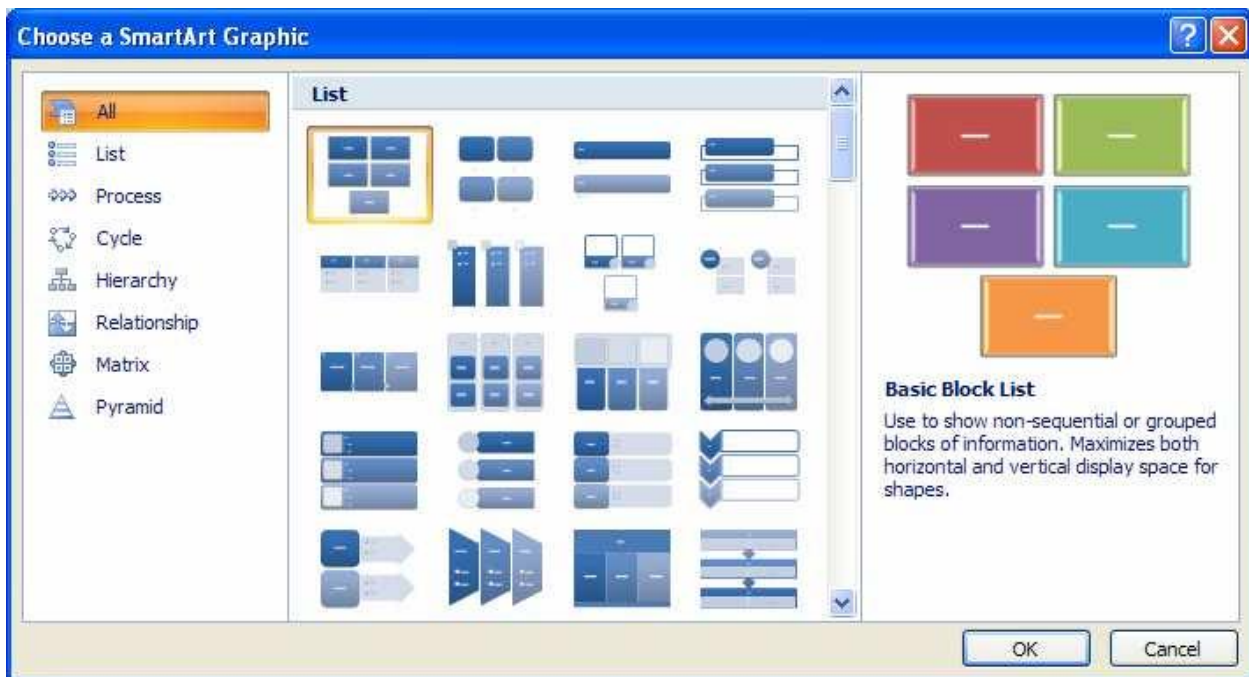

Office Button

PowerPoint's File menu has also been replaced by the Office button, which contains mostly the same items as in the Word and Excel topics. PowerPoint also has an options button (PowerPoint Options) that displays additional commands and allows you to customize the program. PowerPoint Options contains many of the options from the old Tools menu.

SmartArt

SmartArt helps to visually communicate ideas and information. Choose from Venn diagrams, tables, graphs, organizational charts, and more. These figures are preset templates for you to customize and are a much easier option than creating your own as in previous Office programs. The SmartArt option is available on the Insert tab.
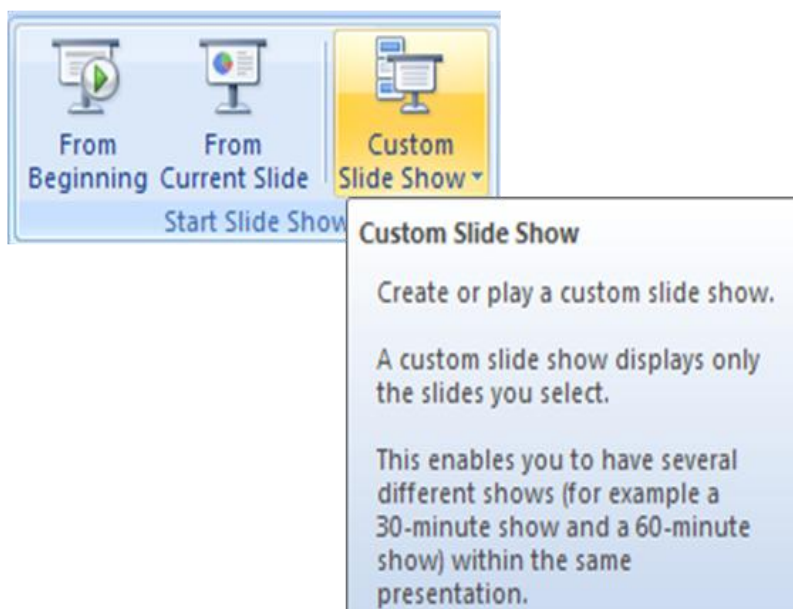

Note: SmartArt is also available in other Office 2007 programs, such as Word.

Custom Slide Layouts

There are two kinds of custom shows:
basic and *hyperlinked*.

A *basic* custom show is a separate
presentation or a presentation that
includes some of the slides of the
original.   This new feature (available on
the Slide Show tab) enables you to
create slideshows that include only the
slides you select. This allows you to
create multiple presentations of varying
length from the same slides.

A *hyperlinked* custom show is a quick way to navigate to one or more separate presentations.

You can also use a hyperlinked custom show to create a table of contents slide. A table of
contents slide lets you navigate to different sections of your presentation, so that you can choose
which sections to show to your audience at a particular time.